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ABSTRACT

This booklet is a compilation of management objectives for all units and professional staff members in the South Dakota Department of Public Instruction. Prepared by each professional employee in the department, the objectives seek to define priorities, to define key elements of each job, to establish limits on the employees total time and responsibilities, to determine budget and the allocation of time and budget toward objectives, and to define the employees' personal development needs. Organized in chart form, the results of this Management by Objectives (MBO) Program include for each staff member a list of specific objectives, the activities designed to accomplish the objectives and a list of accomplishment measures together with estimated time needed for completion of the objectives and estimated costs. (SHM)

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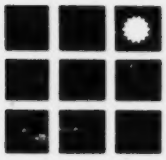

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State Superintendent

ED 075300

SP005494

INTRODUCTION

At the onset of my tenure as State Superintendent, the Department of Public Instruction initiated a program of improving self-management through the use of measurable objectives. Each professional staff member has devoted substantial time and effort in identifying his responsibility, the methods best suited to achievement of his objectives and planning a cost-effectiveness program geared to providing accountability to his specific areas.

The Management by Objectives (MBO) Program is viewed by this Department as an investment rather than an expense. Costs incurred through the use of management consultants are relatively small in comparison to the amount of dollars saved through careful planning and the establishment of priorities.

The MBO Program has been an education to all of the professionals responsible for the administration of funds within the Department. There is no terminal point in self-improvement. Constant evaluation of proposed service, actual performance, and increasing communication with the public on the development of strategies for assessing local and statewide needs constitute the basic purposes of this program.

I am proud that the Department of Public Instruction has identified its directions for the 70's. The scope of its commitment is not geared to the maintenance of existing services, but rather, towards improving services that are found to be useful, and the introduction of services which hold a promise of better education for the children of South Dakota.

As you read these objectives, I hope that you will consider the many benefits that clearly defined purposes can bring to the operation of any organization. If you find or if you feel that a document of this nature would be useful in the management of your own organization, we would be most happy to assist you in the preparation of your objectives.

The key to responsibility is individual commitment. I am pleased with the commitments made by the members of the Department. They truly foreshadow increased educational opportunities within our state.

Sincerely,

DON BARNHART
State Superintendent
of Public Instruction

DB:bls

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METHODOLOGICAL APPROACH

The objectives presented in this booklet represent the Department of Public Instruction's first attempt to produce management objectives for all units and professional staff members.

The Department utilized a "bottom-to-top" approach in formulating the objectives -- which means that every professional prepared objectives for his own job. In order to prepare the objectives, each professional consulted with his peers and his supervisor to (a) establish his priorities, (b) the key elements of his job, (c) the limits on his total time and his responsibilities, (d) his budget, (e) his allocation of time and budget to objectives, and (f) his personal development needs.

In most instances, the staff members and supervisors collaborated to prepare unit and division objectives.

The "bottom-to-top" method is less efficient than the traditional "top-to-bottom" approach. (In the latter, the organization's chief executive formulates overall objectives and delegates "quotas" through each organization level.) The bottom-to-top approach has benefits which, we believe, outweigh the relative inefficiencies. For example:

(1) Each professional assumes responsibility for defining his own targets. Consequently, they are his -- in all senses. They reflect his professional analysis of service priorities and his realistic appraisal of his own limitations.

(2) In order for the individual's objectives to merge with unit and division objectives, clear communications must be established between supervisors and subordinates at all organization levels.

(3) Staff members must assume the initiative for communicating with persons in other units and divisions to establish coordinated objectives in areas of mutual concern and related services.

The reader will observe various levels of completeness, articulateness, and sophistication in the objectives even though we offered training and technical assistance to all staff who desired and requested it. The variances represent individual differences in analytic capability, approach to the job, and commitment to preparing the objectives The Department does not want to standardize thinking and approaches but will continue its striving to improve the thoroughness and presentability of the objectives.

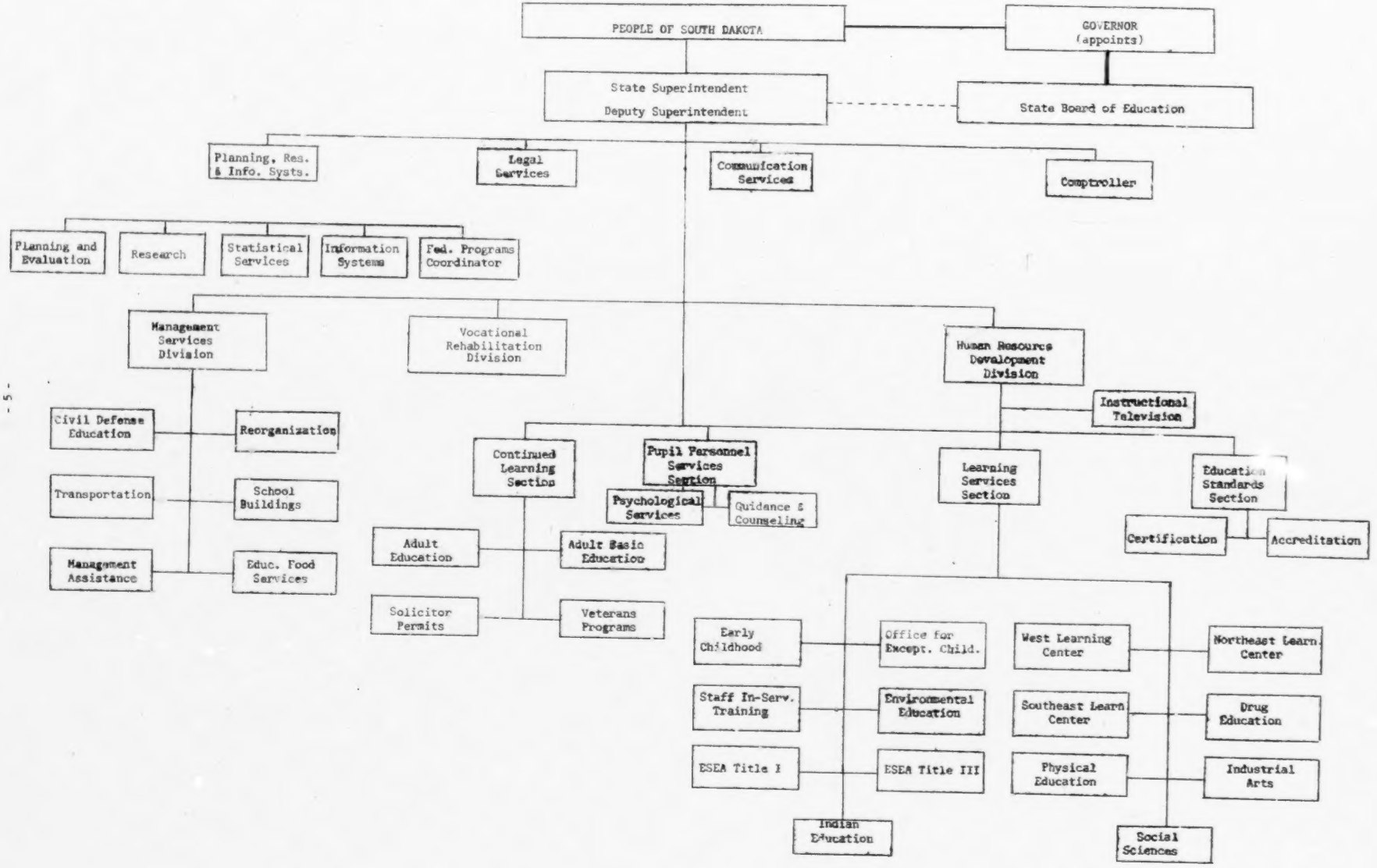
The State Superintendent solicits your comments and criticisms particularly as they concern service priorities and resource allocations -- which represent the "heart" of the objectives and of the staff's service commitments. Detailed objectives for each professional staff member are available upon request.

SUMMARY OF 1971-72
SERVICE GOALS

DEPARTMENT OF PUBLIC INSTRUCTION

GOAL	EXPLANATION
1. Increase emphasis upon providing services in early childhood education.	Particularly rural early childhood. Involves parents, ITV aides and teachers.
2. Increase emphasis upon Special Education being a learning activity.	Decrease consideration of Special Education as a treatment process.
3. Increase emphasis upon providing services to Indian children and the children of other minority groups.	
4. Greater involvement of youth in educational planning at the state level.	Student educational advisory groups. Sampled student opinions. College student advisory councils.
5. Increase the capability to serve unmet educational needs of people who are beyond normal high school age.	Increase adult education programming. Not to conflict with Vocational Education or Higher Education, but to fill gaps such as those envisioned in community school concept.
6. To broaden curriculum service efforts to include administrators, parents, school boards, and general public.	Including school board members in a curriculum change effort. Inviting parents to workshops. Performance contracts between DPI and LEA's which require parental and board involvement.
7. Continued identification of in-service programs for elementary and secondary teachers.	Through regional centers, bringing latest research findings, methods and materials to teaching staffs around the state.
8. Develop capability to assist LEA's in planning, research and evaluation.	Particularly in the areas of needs assessment and planning and evaluating programs for federal gunding.
9. Increase emphasis upon LEA self regulation and decrease emphasis upon imposed regulation.	
10. Increased use of DPI Consultants and media which permit services to be rendered to more districts.	Use ITV to reach parents and the general public with educationally relevant information. More reliance on multi-district programming. More planned programming with less reacting. "MULTIPLIER"
11. To increase depth and breadth of management services to local administrators and school boards.	Finances, budgeting, management analysis, staffing, negotiating, scheduling, personnel management.
12. Increase the Department's ability to help LEA's obtain non-local funds.	Needs analysis, grant preparations, staffing assistance; research and disseminate information on FUNDS AVAILABILITY.

GOAL	EXPLANATION
13. Increase DPI staff capability through planned program of in-service training.	IPC Workshops; management seminars, educational innovations presentations; cross-division workshops and seminars.
14. Increase the level of Department involvement in the legislative process.	Prepare and submit educational legislation.
15. Increased use of public media, and other forums, to inform the public of educational achievements in the state.	Scheduled public appearances of Department personnel on mass media and public assemblies.


PEOPLE OF SOUTH DAKOTA
GOVERNOR (appoints)
State Superintendent
Deputy Superintendent
State Board of Education
Planning, Res. & Info. Systs.
Legal Services
Communication Services
Comptroller
Planning and Evaluation
Research
Statistical Services
Information Systems
Fed. Programs Coordinator
Management Services Division
Vocational Rehabilitation Division
Human Resource Development Division
Instructional Television
Civil Defense Education
Reorganization
Transportation
School Buildings
Management Assistance
Educ. Food Services
Continued Learning Section
Pupil Personnel Services Section
Psychological Services
Guidance & Counseling
Learning Services Section
Education Standards Section
Certification
Accreditation
Adult Education
Adult Basic Education
Solicitor Permits
Veterans Programs
Early Childhood
Office for Except. Child.
West Learning Center
Northeast Learn. Center
Staff In-Serv. Training
Environmental Education
Southeast Learn Center
Drug Education
ESEA Title I
ESEA Title III
Physical Education
Industrial Arts
Indian Education
Social Sciences

STAFF: DON BARNHART	DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972	Division: STATE SUPERINTENDENT Section: _____ Page 1 Of 7 Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Cost

GOALS AND OBJECTIVES OF THE

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

The State Superintendent of Public Instruction is the only member of the Department of Public Instruction elected by the people of South Dakota. The Constitution of the State of South Dakota (Article IV, Section 13) provides that the State Superintendent shall have those powers and duties as provided for in law. Consequently, many of the State Superintendent's objectives are prescribed by statute.

The State Superintendent identifies two overall goals for the office. These goals also provide general direction to the Department of Public Instruction. These goals are:

(1) To provide a quality education program for every South Dakotan.

(2) To seek the cooperation of all forces for the improvement of education in South Dakota.

As the only elected educational leader for education in South Dakota, the State Superintendent is the public spokesman in promoting and improving education. He may delegate ministerial and executive functions assigned to him to members of the staff of the Department of Public Instruction.

STAFF: DON BARNHART	DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972	Division: STATE SUPERINTENDENT Section: _____ Page 2 Of 7 Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Cost

The State Superintendent is responsible for the general regulation, direction, execution and control of the affairs of the Department of Public Instruction which are departmentwide and not confined to any one organizational unit within the Department.

(SDCL 13-1-1) Many of the objectives written by other members of the Department of Public Instruction reflect this delegation of ministerial and executive functions.

The State Superintendent is a member of the following Boards and Commissions:

a. Secretary and Executive Officer of the State Board of Education (SDCL 13-1-3)

b. A member of the Commission on Indian Affairs (SDCL 1-4-2)

c. A member of the State Planning Commission (SDCL 11-1-3)

d. A member of the State Library Commission (SDCL 14-1-2)

e. A member of the State Board of Directors for Educational Television (SDCL 13-47-1)

In addition to all the legal responsibilities, the State Superintendent makes many public appearances before governmental, educational, and lay groups, some of which are reflected in the following objectives.

STAFF: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: STATE SUPERINTENDENT

Section: _____ Page 3 Of 7

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
			EDUCATIONAL LEADERSHIP (1,2,3,4,5,6,7,8,9)				
1.	Develop a practical, workable state plan for early childhood education that is consistent with long range goals and philosophies.	7/71	1. Select task force to develop plan. 2. Provide task force with consultant assistance. 3. Write plan and disseminate. 4. Prepare to begin implementation.	6/72	Gain approval of State Board and distribute state plan.	60	$2800
2.	To provide 6 districts in the state with contracted artists as a first step in promoting arts in classrooms across the state.	7/71	1. Contract with S.D.A.C. 2. In cooperation with SDAC, secure receptive school districts. Define program intent. 3. Evaluate program effectiveness through SDAC.	6/72	Evaluation of program effectiveness.	20	$4800
3.	Establish and maintain communication with other local agencies, state agencies, federal agencies, and other non-governmental agencies.	7/71	1. Identify departments with similar interests. 2. Meet once per month with other department heads. 3. Cooperate on at least one project with each. 4. One new service to be developed from coordination & cooperation.	6/72	Better rapport among the various agencies.	20	$5800

STAFF: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: STATE SUPERINTENDENT

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	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
4.	Promote legislation which will improve education.	7/71	1. Approve legislative proposals of the DPI. 2. Testify and provide information to committees. 3. Implement legislation passed.	6/72	Legislation passed or given consideration.	30	$4000
5.	To obtain at least two new federal programs or at least $100,000 in new federal monies affecting elementary and secondary education in South Dakota.	7/71	1. Approve state plans. 2. Approve LEA proposals. 3. Provide technical assistance to LEA's seeking federal grants. 4. Use outside consultant to be responsible to new federal program's thrusts.	6/71	Maintenance of existing programs and new program expansion.	25	$5800
6.	To activate Department services to local school districts in Indian Education, drug education, and environmental education.	6/71	1. Define program services intents. 2. Obtain funding or reallocate Department resources in order to provide services. 3. Employ or assign personnel to programs.	6/72	Department personnel offering services to districts in these areas.	10	$650
7.	To plan a revised system of local educational financing which provides equality in educational funding to children.	11/71	1. Analyze problems. 2. Generate alternative strategies. 3. Select preferred plan. 4. Test preferred plan for effect. 5. Make modifications as needed.	6/72 (to be cont. in 72-73)	Feasible and desirable plan developed.	90	$630

STAFF DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: STATE SUPERINTENDENT

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	Objectives	Start Date	Activities To Accomplish Objectiv	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
8.	To allocate funds to local and state educational projects only when such projects have been justified by a rational assessment of local or state educational needs.	6/71	Disseminate information within the Department and to local education agencies concerning the Department's emphasis on needs assessment.	6/72	Comparison of projects funded in 1971-72 to 1970-71 which were preceded by rational assessment of needs.	5	$450
9.	To develop and publish guidelines in the area of student rights and responsibilities for use by South Dakota schools.	1/72	Design, write, review, publish, disseminate.	6/72	Distribution of guidelines to schools.	35	$6000

STAFF: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: STATE SUPERINTENDENT
Section: _____ Page 6 Of 7
Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
			IMPROVE DEPARTMENT FUNCTIONING (10,11,12,13,14)				
10.	Develop and implement policies, procedures, and structural changes which reduce tension, conflict, and barriers to both organization effectiveness and internal communications flows.	7/71	1. Hold meetings with staff and units concerned. 2. Study. 3. Outside consultant assistance. 4. Internal TAsk Force Plan. 5. Internal staff meetings. 6. Workshops with staff on organizational development. 7. Consultative assistance. 8. Select Management Consultant. 9. Make him accessible to all professional staff. 10. Review coordination and progress of Management Consultant. 11. Hold periodic reviews. 12. Disseminate preliminary MBO plan to public-at-large via slide tape, borchure, booklet, document & movies.	6/72	1. Attitude scales concerning morale, openness of communications, and factors that inhibit job accomplishments. 2. Revise organization structure that helps meet the objective is adopted by the SBOE. 3. MBO document which reflects individual & division objectives. 4. Feedback from the public-at-large.	480	$50,000
11.	Establish an employee performance review procedure which builds upon Management by Objectives, which will be implemented in 1972-73.	4/1/72	Design and pilot test procedure.	6/30/72	Satisfactory completion of design.	20	$3,500

STAFF: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: STATE SUPERINTENDENT

Section: _____ Page 7 Of 7

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
12.	Develop the capabilities to provide Management by Objective training and consultation for local school districts in 1972-73.	5/1/72	1. Consultant trains staff personnel in implementation of Management by Objectives for school districts.	6/30/72	1. Prepared audio-visual aids to assist training.	30	$4,500
13.	Design financial information report system which relates departmental costs to achievement of Management by Objectives.	3/1/72	1. Prepare conceptual design. 2. Prepare forms and procedures.	6/30/72	Design forms and procedures completed.		
14.	To increase statewide knowledge of (a) services offered by the Department and (b) at least 4 major areas of educational need in South Dakota as measured by a stratified public sampling.	7/71	1. Attend meetings as member of commissions and boards. 2. Visit 30 local school districts. 3. Staff and office meetings. 4. Public speeches and meetings. 5. Use of media.	6/72	Number of meetings, rapport established & appearances.	180	$18,000

NAME: PETER L. TOOHEY

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: DEPUTY STATE SUPERINTENDENT

Section: _____ Page 1 Of 3

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	To identify, screen and maintain a competent staff in the Department of Public Instruction.	7-1-71	a. Conduct evaluations of all staff on an annual basis. b. Refer matters such as initial hiring and confirmation to the State Board of Education. c. Handle interviews and personnel problems and submit data to the State Superintendent and/or State Board of Education. d. Make recommendations as to continuances, dismissals, etc. e. Notification of job vacancies. f. Work cooperatively with the State Director of Personnel. g. Supervision and administration of special programs (Emergency Employment Act, Vista, etc.)	7-1-72	Level of vacancies for which funding has been appropriated.	100	10,000
2.	To represent the Chief State School Officer in his absence.	7-1-71	As assigned	Cont.	Presence as determined by schedule of Chief State School Officer.	20	2,000

STAFF: PETER L. TOOHEY

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: DEPUTY STATE SUPERINTENDENT

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Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3.	Assume responsibility for the operation of the Department in the absence of the State Superintendent.	7-1-71		Cont.		30	3,000
4.	To assist Assistant Superintendents in the identification of needs and thrusts within the Department and the development of resources with which to meet demands.	7-1-71	Identification of workshops and experiences which should be attended by members of the Department.	Cont.	Growth opportunities in which professional and classified employees participate. Needs determined from evaluations of individual employees' objectives.	10	1,000
5.	To work with the Assistant Superintendents in the operation of their respective divisions.	7-1-71	a. Participate in meetings, conferences, etc. identified by Assistant Superintendents as major thrusts within their respective sections.	Cont.	Level of participation.	15	1,500
6.	To identify areas of legislative need and to participate in the legislation needed to rectify situation.	7-1-71	a. Establishment of various legislative committees assigned to develop proposed legislation for particular areas. b. To work closely with the legislative liaison officer within the Department.	Cont.	Presentation of proposed bills to Chief State School Officer. Discussion of proposed bills with individuals and special interest groups.	30	3,000
7.	To assist the State Superintendent in the establishment of administrative policies within the Department.	7-1-71	a. To serve as needed as advisor to the State Superintendent in gathering necessary data for the formulation of objectives.	Cont.	Establishment of policies as needed.	30	3,000

STAFF: PETER L. TOOHEY

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: DEPUTY STATE SUPERINTENDENT

Section: _____ Page 3 Of 3

Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man-Days	Cost
		b. Chairing committees of division heads dealing with administrative policy.				

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

HUMAN RESOURCE DEVELOPMENT DIVISION

To provide educational leadership and service so as to enhance learning opportunities, experiences, and methods throughout the State of South Dakota (within statuatory constraints, regulations of the State Board of Education, and in compliance with the Constitution.)

Primary emphasis of the Division will be focused upon providing leadership and services in the areas of curriculum, instructional methods, learning, and in-service training.

LEARNING SERVICES SECTION

To provide leadership and service to children and to school systems directly in the area of children's learning.

Learning Centers (West, Northeast, Southeast)

To coordinate the development and implementation of curriculum, learning methods, and teacher in-service training. The learning centers shall be educational resource and "change agent" centers for schools, districts, and all levels of personnel therein.

It is intended that, whenever possible, Department services shall be delivered through strong regional centers. Initially, the centers shall be staffed by (1) curriculum specialists who currently are assigned to the Curriculum Centers, (2) special education personnel, and (3) media library consultants.

Office for Exceptional Children

To provide leadership and support to local school districts, other institutions, and citizens, which are concerned with improving learning experiences for children with exceptional abilities and/or needs.

Curriculum Consultants - Pierre (eg. Physical Education, Drug Education. Industrial Arts, Environmental Education.)

To provide technical assistance and leadership to local school districts in developing and implementing programs in special curriculum.

ESEA Title I Unit

To provide supplementary learning services to educationally disadvantaged children in South Dakota schools.

ESEA Title III Unit

To foster development of model innovative educational programs and methods in districts and to stimulate other districts to adopt workable innovations.

Staff In-Service Training Unit

(Originally staffed as secondary duty)

To create learning environments and experiences through which all Department employees have the opportunity to grow professionally and personally.

EDUCATION STANDARDS SECTION

To utilize the accreditation and certification processes to improve the quality of education.

Accreditation Unit

To assist local districts to achieve standards of educational excellence as established by the State Board of Education.

Certification Unit

To ascertain that teachers achieve and maintain standards of professional excellence.

PUPIL PERSONNEL SERVICES SECTION

To provide technical assistance to local school district in the areas of psychological services, personal, academic and career counseling.

Psychological Services Unit

To coordinate and to provide psychological evaluations, develop appropriate educational programming, and provide training and assistance to local school psychologists and counselors.

Guidance and Counseling Services Unit

To provide training and assistance to local school personnel in the areas of personal and group counseling methods, career counseling, affective communications, and testing of student achievement and aptitudes.

CONTINUED LEARNING SECTION

To provide effective, coordinated learning experiences for people who are beyond normal high school age, but whose learning needs are not satisfied through other organizations or institutions.

Adult Basic Education Unit

To aid educationally those adults 18 years of age or older who function below a high school level of educational achievement.

Veteran's Education Program Unit

To review and approve all educational programs, including vocationally-oriented training programs, which may be attended by eligible veterans and their dependents under Veteran's Administration Regulations.

Solicitor Permits Unit

To ascertain the stability and integrity of representatives of private trade and technical schools so as to reduce the probability of fraudulent or potentially damaging sales to residents of South Dakota.

Adult Education Unit

(Not immediately staffed.)

Depicted as separate organization unit to dramatize the need for a full-time coordinator of educational programs for people who are beyond normal high school age.

INSTRUCTIONAL TELEVISION SECTION

To facilitate the use of television as a medium for classroom instruction, for teacher and administrator in-service, and for creating public understanding of the educational process.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

MANAGEMENT SERVICES DIVISION

To provide management and administrative assistance to local education agency administrators and school boards.

Civil Defense Education Unit

To encourage and assist local education agencies to prepare plans for meeting natural or man-created disasters. To coordinate and promote educational programs about natural and man-made disasters.

Educational Food Services Unit

To provide funds for local school districts to partially offset the costs of feeding school children.

To provide instruction for children in food nutrition and for food handlers and managers to improve their job skills.

To administer and coordinate the distribution of food commodities and food preparing equipment to local education agencies and other selected recipients.

Management Assistance Unit

(Not immediately staffed.)

To provide management and administrative assistance to local education agency administrators. To obtain and coordinate management and assistance capability from all available sources.

Reorganization Unit

To assist local education agencies to comply with legislated reorganization requirements.

School Buildings Unit

To assist local education agencies to acquire, maintain, and improve

physical facilities which enhance the education process.

Transportation Unit

To provide information and technical assistance to local education agencies concerning student transportation management, safety and licensing.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

VOCATIONAL REHABILITATION DIVISION

To move the handicapped person of employable age from a status of dependency and inactivity to one of self-sufficiency and gainful, productive activity.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

PLANNING, RESEARCH AND INFORMATION SYSTEMS DIVISION

To utilize systematic quantitative and qualitative analysis to formulate and to propose recommendations to the Department and to local districts concerning educational service directions, priorities, and resource allocation.

Planning and Evaluation Unit

To relate analyzed information to programming and to resource allocations. To provide dynamic evaluation information for program management modification. To coordinate the analysis and dissemination for systematic management decision making.

Research Unit

To assist the Department and local education agencies to apply research and planning information to education improvement.

Statistical Services Unit

To collect and analyze information which bears upon education and which will contribute to management decision making.

Information Systems Unit

To coordinate information systems design and implementation particularly (but not exclusively) as they relate to electronic data processing.

Federal Programs Coordination Unit

To provide leadership and technical assistance in obtaining and administering federal funds for the continued improvement of education. To coordinate funds with Department and local education agency directions and priorities.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

LEGAL SERVICES SECTION

To provide legal services to the Department and local education agencies.

COMMUNICATIONS SERVICES SECTION

To provide internal and external dissemination services.

COMPTROLLER SECTION

To provide fiscal and budgetary control of the Department's activities. To provide financial analysis and information services to the Department and to local education agencies.

Accounting Unit

To maintain the Department's fiscal records and to provide systematic analysis thereof.

Administrative Management Units

To provide varied administrative services to the Department, including but not limited to, personnel administration, new employee orientation, space, equipment, and furniture allocation, and forms control.

STAFF: C. Schwahn
R. Kymala
N. Spaulding
L. Magliocca

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development Division

Section: Learning Services Page 1 Of 2

Unit: West Learning Center - BHSC at Spearfish

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Contact every school district in Western South Dakota directly in order to: (a) notify them of services available through the Department of Public Instruction and through the West Learning Center and (b) obtain a rank order needs assessment.	7/1/71	1. Schedule. 2. Contact.	1/14/72	All schools contacted. Rank order of needs assessment obtained.	34	$2,300
2.	Plan, conduct and evaluate area workshops which meet assessed needs.	1/15/72	1. Obtain rank order needs assessment from every western school district. 2. Plan workshops. 3. Conduct workshops. 4. Evaluate workshops based upon successful and/or unsuccessful accomplishments of workshop objectives.	6/30/72	1. Were workshops held? 2. Were objectives met as measured by evaluation instruments to be developed?	164	$10,200
3.	Arrange the annual "Current Trends in Education" workshop.	7/1/71	Schedule consultants, program, facilities and participants.	6/30/72	All arrangements completed.	78	$3,400
4.	Average no more than 2 days per week reacting to requests for in-service training.	7/1/71	Respond to requests. Suggest other resources which can satisfy requests. Schedule time to emphasize priorities.	6/30/72	Records of time spent reacting.	308	$17,100
5.	Design, fund; and begin implementation of a statewide audio-tape bank.	11/1/71	Submit application for funding; solicit tape requests from teachers; order, catalogue, duplicate, and distribute tapes to teachers.	9/1/72	Tapes distributed to teachers.	158	$7,900

STAFF: C. Schwahn
R. Kymala
N. Spaulding
L. Magliocca

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development Division

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Unit: West Learning Center

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
6.	Add $25,000 worth of instructional materials which are available to schools through the West Learning Center.	11/1/71	Submit application for funding, solicit requests from schools, order materials, catalogue materials, distribute materials.	7/1/72	Materials available.	66	$3,300
7.	Gain committment from Black Hills State College to sponsor one workshop each this summer in "Systematic and Objective Analysis of Instaruction" and "Interpersonal Communications".	9/1/71	Seek committment. Help Black Hills State College with materials and staff.	6/30/72	When workshop is scheduled and passes committee for inclusion in Black Hills State College catalogue.	21	$1,400

STAFF: D. Carter
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G. Cutler

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

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Unit. Northeast Learning Center - NSC at Aberdeen

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
Increase contact and communications by at least 80% with area public schools, their communities and Northern State College.	9/71	Public Schools - on-site visitations, regional "buzz sessions", articles in Update. Communities - public speaking, encouraging schools to increase community participation in innovative programs. Participate in staff meetings, guest lectures, personal contact.	7/72	Count of visitations and buzz sessions. Count of public speaking engagements and schools which involve communities in innovative programs. Time allocations.		
Assist at least two school districts to assess their needs, develop educational plans, and begin implementation of the plans. This objective will be accomplished with heavy participation of the local communities.	9/71	Participate in the Education Renewal Program which is being implemented throughout the Department of Public Instruction.	7/72	Assistance is being provided to at least two area school districts.	74	$9,700
Conduct four regional workshops which demonstrate innovative programs and/or review excellent teaching techniques.	9/71	Plan, coordinate, and evaluate the workshops.	4/72	Observe.	90	$11,700
Instructional materials available to schools through the Northeast Learning Center will be increased by 100%.	9/71	Obtain funding, form and activate a selection committee, order materials, catalogue materials, display and distribute materials.	7/72	Observe new materials.	20	$2,600

STAFF: E. Beach
E. Kosters

DEPARTMENT OF PUBLIC INSTRUCTION

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Unit: Southeast Learning Center - USD at Verm.

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
By November 1, 1971, all libraries and media-centers in the Southeast region will be informed of the materials available for use in their schools at the Southeast Learning Center.	7/71	Letters and individual personal contact.	11/71	Calculate number of requests.	7.19	$300
By July 1, 1972, 80% of special education personnel and library-media personnel in the Southeast region will have been offered the opportunity to attend area workshops conducted by the personnel available in the Southeast Learning Center, to upgrade the existing program and initiate additional programs.	7/71	Letters and individual contact. Attend and/or conduct workshops.	ing workshops.	Record number of persons attend-		
By July 1, 1972, the collection of educational material will be increased by one third.	7/71	Select, preview, and purchase materials.				
By July 1, 1972, 50% of administrators will have been contacted individually regarding the needs of their school districts.		Personal contact via telephone, letter, or school visitations.				

STAFF: R. Rinaldi
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DEPARTMENT OF PUBLIC INSTRUCTION

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TO JULY 1972

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Unit: Office for Exceptional Children

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Help public schools to obtain state funds equal to approximately 50% of special education expenditures.	9/71	Purpose legislation for fiscal year 1973.	7/72	Legislation drafted and submitted to State Superintendent.		
2.	Develop a comprehensive statewide program for exceptional children which includes legislation and State Department regulations and guidelines.	10/71	Develop proposed legislation regarding mandatory special education and obtain additoonal local funds. Establish a State Advisory Committee for Special Education and Federal applications. Apply for discretionary federal funding.	7/72	Legislation submitted. Federal discretionary funds approved. State Advisory Committee activated.		
3.	Provide an adequate fund for necessary auxillary services to meet special needs of handicapped children as follows: 1. Homebound instruction 2. Tutoring services 3. Out-of-state placement 4. School-to-home telephone. 5. Speech services 6. General incidence data collection & identification. 7. In-state school placement 8. Itinerant Services for handicapped children 9. Emotionally disturbed	10/71	Purpose legislation for fiscal year 1973.	7/72			
4.	Establish direct communications concerning exceptional children with 80% of the public schools in the state.	7/71	Visit administrators, teachers, community groups. Conduct regional workshops and buzz sessions.	7/72	Records of contacts.		

STAFF:
R. Rinaldi
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G. Cutler

DEPARTMENT OF PUBLIC INSTRUCTION

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Unit: Office for Exceptional Children

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5.	35% of children diagnosed as exceptional will receive special instruction through resource rooms.	7/71	Contact teachers and administrators to "sell" new concepts of education. Involve parents and communities. Help establish resource rooms. Conduct workshops.	7/72	Workshops conducted; schools contacted; resource rooms initiated. Evaluate programs and exposure.		
6.	Establish two demonstration centers which utilizes innovative programs; renewed teaching techniques and methods will be established.	7/71	Establish two demonstration centers through planning, and regional cooperative effort.	3/72	Existence of two demonstration centers.	29	$1305
7.	Establish a work-study program for the educably mentally retarded.	7/71	Four schools will integrate non-academic and extra-curricular activities. CHildren over 14 will receive a minimum of 2 hours per day in vocational preparation.	7/72	Work Study program in existence.	18	$810

STAFF: Robert Miller

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

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Unit: Environmental Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Conduct a state-wide needs assessment in Environmental Education and develop a plan to meet the assessed needs.	12/71	1. Write a grant proposal 2. Design and implement needs assessment. 3. Analyze needs assessment. 4. Develop state plan.	7/72	1. Grant written. 2. Needs assessment implemented. 3. State plan submitted to State Superintendent.	48	$3200
2.	Publish four issues of an environmental education newsletter.	1/72	1. Establish design. 2. Develop communication channels with potential contributors. 3. Write, edit, compile publications. 4. Print and distribute.	7/72	Distribution of four issues.	48	$3200
3.	Conduct environmental education workshops and in-school visitations.	10/71	1. Plan, design, conduct, evaluate workshops. 2. Plan and schedule visitations. 3. Coordinate teacher visitations to the Chester project.	7/72	Workshops and visitations completed and evaluated.	96	$6500

STAFF: S. Hagen

DEPARTMENT OF PUBLIC INSTRUCTION

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Unit: Drug Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Develop a state guideline for drug education (including alcohol and tobacco).	12/71	1. Select a task force of educators, parents, and students. 2. Task force meets to write the guidelines. 3. Prepare the guideline for printing. 4. Disseminate the guidline to all schools in the state.	1/72	Distribution of a useable guideline.	20	$1,400
2.	Plan, develop, coordinate and evaluate four statewide drug workshops in: Mitchell, Redfield, Pierre and Sturgis.	9/71	Select consultants and staff, develop curriculum, select dates, conduct workshops, evaluate the workshops.	11/71	Completion of workshops and evaluations.	60	$6,000
3.	Take follow-up action with 40% of the smaller schools that were in attendance at the state drug workshops.	1/72	Letters, telephone calls, and visits to schools.	5/72	Records of contacts.	60	$5,600
4.	Develop evaluation techniques to determine cost effectness of drug programs.	1/72	Design questionnaires and other feedback channels, administer questionnaires, calculate cost-effectiveness ratios, disseminate information to local schools	7/72	When information is disseminated.	10	$1,200

STAFF: S. Hagen

DEPARTMENT OF PUBLIC INSTRUCTION

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Unit: Drug Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5.	Review, evaluate, produce and disseminate information about alcohol andother drugs to schools, parents, children and organizations..	1/71	Read materials; check films against the National Coordination Council listing for acceptability; send information to schools and other organizations.	7/72	Response to requests.	80	$8,400

STAFF: W. J. Borth

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: ~~Human Resource Development~~

Section: ~~Learning Services~~ Page 1 Of 2

Unit: Driver Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	To revise and update the present Driver Education Curriculum Guide and provide a tentative copy for the committee members to implement during the 1972-73 school year in their respective schools.	11/71	1. Select a committee of 12 - 15 driver education instructors. 2. Begin organizing and writing portions of the Curriculum Guide during the 1971-72 school year. 3. Conclude by a two-week seminar with the entire committee to finalize the tentative copy. 4. Distribute draft copies to the committee for these instructors to implement during the 1972-73 school year.	6/72	The draft copy of the Driver Education Curriculum Guide is distributed.	70	$3,328
2.	To assist and evaluate programs of Driver Education in the public and non-public schools. This will include public schools participating in projects funded through the Federal Highway Safety Act of 1966.	7/71	Make personal visits to eight schools per month.	6/72	By the designated number of visitations.	110	$5,229
3.	To decrease the number of Driver Education Instructors lacking the proper certification requirements of 8 semester hours of preparation.	1/72	Selection of at least 80 driver educators who have not as yet met the 8 semester hours of preparation. These instructors will then attend any one of three institutes conducted and offering courses specifically for them to meet certification requirements. Institutes are conducted on campus at Northern.	8/72	Federal funds are the key factor, if they continue to be forthcoming, then institutes will be conducted. Having at least 80 driver education instructors enrolled in the summer institutes.	40	$1,902

STAFF: W. J. Borth

DEPARTMENT OF PUBLIC INSTRUCTION

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Unit: Driver Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
			State College, Black Hills State College, and South Dakota State University.				
4.	To determine the effectiveness of Driver Education.	12/71	Design an evaluation process to determine effectiveness of Driver Education with relation to reduction of fatalities, injuries, and accidents.	8/72	Statistical Report will serve as the base year information and will serve as a reference for future evaluations.	40	$1,900
5.	To begin developing a Safety Education Curriculum Guide K-8 (Tentative draft copy available).	7/71	During a Safety Education course conducted in June 1972.	6/72	Producing the draft copy.	70	$3,328
6.	To provide consultative services to the six colleges and universities preparing teachers for Driver Education.	7/71	Personal visics to the colleges and universitites. Meet with the instructors providing them with Curriculum Guide and other material produced by the Department of Public Instruction. Resource speaker at their Driver Education classes.	6/72	By visiting each college and university offering courses in Driver Education at least once during FY 1972.	20	$950

STAFF: Larry King

DEPARTMENT OF PUBLIC INSTRUCTION

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Unit: Industrial Arts

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	To help the South Dakota Industrial Arts Association revise the Industrial Arts Curriculum Guide.	10/71	Enlist participants, meet with and provide support to committees, report on activities.	7/72	Revised curriculum guide distributed.	31	$1500
2.	20% of the schools in the state will be involved in programs conducted, coordinated, or disseminated by the State Department.	9/71	"Sell" programs by visiting schools, participating in workshops, and distributing information to schools.	7/72	Count participating schools.	87	$4500
3.	Publish information about industrial arts ideas and activities at least three times each in the South Dakota Industrial Arts Association Newsletter and in the State Department's publication UPDATE.	9/71	Collect, write, edit and submit information.	7/72	Articles carried in publications.	17	$900
4.	Distribute a directory of statewide industrial arts personnel.	10/71	Collect names, process information, make corrections, print and distribute directory.	12/71	Directory distributed.	15	$700

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

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Division: Human Resource Development

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Unit: ESEA Title I

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	The staff will review all local school districts' Title I projects, negotiate necessary adjustments, and complete project approvals prior to September 15 (if applications are submitted prior to August 15).	6/71	a. Prepare 1972 application forms and guideline booklets.	7/71		403	$44,700
		6/71	b. Provide assistance and forms to local districts in amending last year's project.	9/70			
		7/71	c. Conduct area Title I workshops	7/23			
		8/71	d. Provide consultive services to districts.	4/72			
		8/71	e. Review, negotiate and approve applications and amendments	4/72	Notifications of approval mailed to local districts.		
		3/72	f. Prepare 1973 application forms and guideline booklets.	3/72	Forms and guidelines printed and ready for distribution.		
		3/72	g. Provide forms, guidelines and consultive services necessary to assist in amending 1972 projects.	6/72	Forms and guidelines distributed. Requests for assistance responded to.		
2.	Assist sixty local Title I projects to improve their effectiveness through direct visitation monitoring, offering corrective recommendations, and otherwise helping districts to meet Federal regulations. Visitations will be completed by May 15, 1972.	10/71	a. Prepare, print and send out visitation questionnaires at least two weeks in advance of scheduled visits.	5/72	1. Visitation schedule prepared 2. Visitation questionnaires distributed. 3. All visitations completed. 4. Reports and recommendations prepared and distributed.	249	$27,900
		10/71	b. Conduct on-site visitations	6/72			
		10/71	c. Compile visiting team notes, prepare necessary reports and recommendations for the local school district.	6/72			

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Learning Services Page 2 Of 2

Unit: ESEA Title I

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3.	To assure by December 31, 1971 that all South Dakota school districts maintain their Title I funding eligibility by meeting the Federal government's "comparability" requirements.	10/71	a. Prepare and distribute comparability forms and instructions to all local districts.	11/71	1. Forms and instructions distributed to all local districts.	17	$ 1,700
		11/71	b. Review all forms received.	12/71	All assurances of comparability are correct and on file.		
4.	To assist local districts develop the capability to plan, prepare, operate, and budget their projects.	7/71	Review projects, recommend changes, respond to requests for assistance. (See also objectives 1 and 2)	6/72	Services provided.	146	$16,900
5.	To submit all required federal reports and forms accurately and on schedule.	7/71	Collect data, analyze information, submit forms and reports.	6/72	Reports submitted on time and are acceptable.	169	$19,100

STAFF: C. Jansen
C. Berndt

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

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Unit: ESEA Title III

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	By July 15 & January 15 of each fiscal year, strategies will be implemented to solicit grant proposals from Local Educational Agencies.	7/71	1. When funds become available for proposals, the SEA will notify all LEA's in the state of criteria and guidelines. 2. Receive Letters of Intent, preliminary proposals, and applications for planning grants. 3. Review Preliminary Proposals and notify LEA's to either submit a formal proposal or to discontinue development. 4. Provide LEA's, upon request, with informational and technical assistance. 5. Review Planning Grant Proposals. 6. Review Formal Proposals. 7. Provide background information to the State Superintendent for making final decisions for funding. 8. LEA's notified of the final disposition of their proposal: 9. Negotiate projects to be funded. 10. Issue grant awards.	7/72	Proposals received and processed.	80	$30,000

STAFF: C. Jansen
C. Berndt

DEPARTMENT OF PUBLIC INSTRUCTION

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TO JULY 1972

Division: Human Resource Development

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Unit: ESEA Title III

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
2.	To implement by September 1, 1972 a comprehensive assessment of education needs strategies that will: a. Indicate the gap between current learner status and desired learner status. b. Indicate the gap between the extent to which learner services are provided and the extent to which they are needed. c. Indicate the gap between actual learner opportunity to realize his potential and the desired learner opportunity. d. Provide local schools with baseline data to evaluate their programs against. e. Provide the State Department with data to assess achievement in meeting the critical needs.	7/71	1. Participate in developing a comprehensive assessment instrument. 2. Field test the strategy. 3. Determine implementation strategies. 4. Analyze plan. 5. Develop user guide for school districts.	7/72	1. Complete a study. 2. Provide information to local schools and to the State Department.	60	$24,500.
3.	By May 1, 1972, all school districts will be provided materials that they might become aware of all the ESEA Title III projects operating in the state, and	7/7/	1. Operation of an Information Retrieval System by an ESEA III staff member with a terminal located at Dakota State College which will search and deliver copies of	6/72	1. State projects transported in proportionate ratio to national average. 2. Number of Title III projects replicated or adopted in other school districts.	160	$43,500

STAFF: C. Jansen
C. Berndt

DEPARTMENT OF PUBLIC INSTRUCTION

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TO JULY 1972

Division: Human REsource Development

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Unit: ESEA Title III

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
	By May 1, 1972, all LEA's will become aware of successful ESEA Title III projects or components of projects.		current research and projects information on given topics upon request. 2. Prepare a slide presentation on potentially successful projects. 3. Prepare an annual summary brochure of ESEA Title III projects funded. 4. Assist local school districts with local dissemination strategies.		3. Visitation by outsiders to project schools recorded.		
4.	To satisfy within four days, requests by school districts for technical assistance prior to and during project operation.				1. Review of correspondence file and visitation records.	118	$48,000
5.	To provide continuous assistance in maintaining fiscal accountability.		1. Provide available staff. 2. Arrange for appropriate consultant if necessary. 3. Assist in development of detailed budget breakdown. 4. Receive and review monthly expenditure reports and correct discrepancies. 5. Receive and review quarterly budget reports and correct discrepancies.				

STAFF: C. Jansen
C. Berndt

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Learning Services Page 4 Of 4

Unit: ESEA Title III

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
		6. Receive and review quarterly request for funds and correct discrepancies. 7. Receive, process, and respond to all project amendments. 8. Receive annual audits. 9. Prepare quarterly summary report. 10. Receive and review estimated final budget reports to determine potential carryover. 11. Receive and review final expenditure reports. 12. Provide requested interpretation and assistance to local schools for the completion of all reports.				

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

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Division: Human Resource Development

Section: Learning Services Page 1 Of 1

Unit: Instructional Television

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Determine schools' areas of greatest programming need.	1/72	1. Design and distribute a mail survey to each superintendent and principal. 2. Analyze information.	3/72	Survey distributed and results analyzed.	8	$800
2.	Evaluate 1971-72 ITV programming.	1/72	1. Distribute evaluation forms to all schools using I.T.V. 2. Analyze results. 3. Activate curriculum committee to evaluate results.	3/72	Survey distributed, results analyzed, committee evaluation completed.	9	$2300
3.	Establish programming for 1972-73.	1/72	1. Evaluate 1971-72 programming. 2. Determine schools' areas of greatest programming need. 3. Send for previous of available programming. 4. Solidity schedule. 5. Obtain new funds.	7/72	Program schedule set for 1972-73.	5	$1000

STAFF: P. Sherer
R. Parker

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Pupil Personnel Services Page 1 Of 2

Unit: Guidance & Counseling Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Provide assistance in counseling to groups which results in workshops, educational television series, cooperative planning, information sharing, and distribution of materials which improve high school vocational guidance programs.	7/71	Cooperate in developing the New Career Planning Program, developing Project VIEW materials for high school students, coordinate plans for student and counselor vocational guidance programs, an Educational Television series on post-high school training, workshops on use of General Aptitude Test Battery.	7/72	Project VIEW launched in selected schools, plans for New Career Planning Program started, workshops conducted Educational Television Series completed.	90	$6800
2.	Provide direct services to promote guidance counselors' professional growth and development.	7/71	Conduct workshops for counselors and for college teachers of future counselors, administer counselor accreditation and certification programs, visit school counselors, distribute information and professional materials to counselors.	7/72	Workshops conducted, schools visited, information disseminated.	180	$13,500
3.	Administer the statewide program for testing student achievement and scholastic aptitudes.	7/71	Distribute tests, norms and interpretive aids; collect data.	2/72	Tests distributed and data collected.	30	$2,300
4.	Conduct five workshops on the use and interpretation of student achievement and scholastic aptitude tests.	10/71	Plan, develop, schedule, conduct, evaluate workshops	11/71	Workshops completed and evaluated.	30	$2,300

STAFF: P. Sherer
R. Parker

DEPARTMENT OF PUBLIC INSTRUCTION

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Division: Human Resource Development

Section: Pupil Personnel Services Page 2 Of 2

Unit: Guidance & Counseling Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5.	Participate in a statewide program with school personnel to increase elementary children's understanding of the "world of work".	12/71	Conduct regional workshops for counselors.	7/72	Completion of workshops	50	$3,800
		11/71	Provide learning materials and information about learning materials to schools.	7/72	Dissemination of materials.		
		7/71	Help the Division of Vocational Education and Project VIEW to develop career materials for use by elementary children.	7/72	Dissemination of information materials.		
6.	Implement in one school district a pilot project which focuses on the ability of children to communicate in the area of attitudes.	10/71	Train counselors who will, through inservice training of teachers, implement and evaluate the communications of attitudes program.	6/72	Implementation and evaluation of pilot project.	18	$1,300
7.	Conduct regional workshops for counselors on theory and technique of group counseling, group dynamics, and encounter groups.	9/71	Plan, develop, schedule, conduct, evaluate workshops.	7/72	Workshops completed and evaluated.	23	$1,700
8.	Create a legislative package which will improve statutes governing private business, vocational and technical schools (For submittal in 1973).	12/71	Research, plan, develop, write, and present legislation to the State Superintendent.	7/72	Legislation presented to State Superintendent.	10	$ 800

STAFF: R. Huckins
C. Logan

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resources Development Division

Section: Pupil Personnel Services Page 1 Of 2

Unit: Psychological Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Provide psychological evaluations for 150 public and non-public school children inSouth Dakota and recommend proper educatoonal placement.	7/71	1. Referrals from superintendents of schools, principals, guidance personnel, speech therapists, etc. Provide psychological tests and do clinical interviewing. 2. Refer students to specialists; e.g. hearing and vision specialist 3. Marriage counseling with parents to improve the child's situation. 4. Interpret test data to parents, relevent school authorities of administrators and school counselors.	7/72	Evaluations provided, consultations provided, counseling provided and interpretation tests provided for 150 children.	180	$10,800
2.	Develop appropriate educational programming for 150 children.	7/72	Consultation with parents, teachers, and administrators in the development of educational programming.	7/72	Educational programs developed for 150 children in South Dakota.	30	$ 1,800
3.	Conduct five inservice programs related to understanding the psychological differences of individuals.	7/71	1. Lectures on psychological theory. 2. Programs on psychological evaluation. 3. Lectures on mental health.	7/72	Five inservice activities provided.	20	$ 1,200
4.	Psychologically screen 140 children at Crippled Children's Clinics at Pierre, Mobridge, Deadwood, Rosebud, Winner, and Rapid City, South Dakota.	7/71	Administer psychological tests and interpretations. Follow-up to see if psychological advisement has been carried out.	7/72	Screening and follow-up provided for 140 children seen at Clinics.	10	$ 600

STAFF: R. Huckins
C. Logan

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resources Development Division

Section: Pupil Personnel Servi

Unit: Psychological Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5.	Provide assistance in inservice training and leadership to school psychologist, psychological examiners, and counselors.	7/71	Provide group sessions and individual consultation to personnel in the state.	7/72	Individual consultations and group sessions provided.	20	$1,200

STAFF:
G. DeBow

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development Division
Section: Continued Learning Page 1 Of 1
Unit: Adult Basic Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Increase the number of Adult Basic Education programs from 16 to 30.	7/71	Seminars on awareness. Direct contact to "sell". Assistance and guidance to new programs.	6/72	Count number of active programs.	100	$13,400
2.	Make at least two on-site visitations to each on going Adult Basic Education program in the state in order to: Develop regional staff capabilities. Assist programs. Coordinate evaluation teams.	7/71	Schedule and conduct visitations.	6/72	1. Count visitations. 2. Program evaluations show improvement over prior years. 3. Evaluations are conducted on schedule.	75	$10,100
3.	Participate in and contribute to th. Community School Concept being developed in the Department of Public Instruction as it relates to Adult Basic Education.	10/71	Precise activities not known. Will depend upon program developed in the Department as it relates to the ABE program.	6/72	Measures to be developed as program progresses.	10	$1300

STAFF: J. Schooler
L. Mord
R. Deering

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Continued Learning Page 1 Of 1

Unit: Veterans Educational Programs

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Increase the number of active educational institutions and training Programs in accordance with the following categorical breakdown: a. Institutions of Higher Learning Current 30 Proposed 35 b. Schools below College Level Current 35 Proposed 51 c. Apprentice Situations Current 38 Proposed 63 d. On-the-Job Training Current 61 Proposed 146	7/71	Review and process applications for approval. Honor requests for information and consultation. Contact prospects received from Veterans Administration Regional Office. Process Pre-Approvals and revise existing programs.	6/72	Count number of Active Programs	286	$21,700
2. Accumulate a minimum of 485 supervisory and promotional on site visitations during February, 1972.	7/71	On site contacts of active and new programs.	6/72	Number of visitations completed	118	$11,600
3. Implement or discard the idea of contracting for specialists in the field to perform supervisory and approval visitations.	9/71	Meetings with Regional Office as to possibilities of contracting, and review advantages and disadvantages of specialists in the field to perform supervisory and consultative services.	6/72	Contract for 1972-73 with central office which contains contracting or report accepted by State Superintendent rejecting the idea.	4	$300

STAFF: Mr. Toohey
Mrs. Sorenson

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resources
Section: Certification Page ___ Of ___
Unit: ___

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Develop certification procedures and regulations that are based upon teacher competency.	10-1-71	1. Meetings with all colleges to gain reactions and support. a. Meetings with advisory committee. b. Prepare information for SBOE approval. Gain committment from SBOE to conduct feasibility.	6-31-73	1. Financial and philosophical committment from SBOE to proceed.	40	4,500
2. To report recommended approvals and disapprovals of state teacher education programs to the SBOE.	1-1-72	2. Visitations to every college campus offering teacher education programs, have conferences with Head of Education Department and Certifying officer, thoroughly reviewing each program.	1-7-72	2. Report on each college submitted to SBOE. a. SBOE approves and disapproves programs.	30	750
3. Process applications for certification renewals and additional endorsements accurately and mail those without complications to teachers within 10 days of receipt.	7-1-71	3. Receive applications. a. Process - maintain records. b. Mail certificates.	6-31-72	3. Complaints about mishandling. a. Observed turn-around time.	140	10,500

STAFF: Mr. Toohey
Mrs. Sorenson

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resources
Section: Certification Page ___ Of ___
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
4. To notify all teachers and administrators who are filling positions for which they are not eligible (and their school districts) of (a) their ineligibility, (b) the consequences of their ineligibility and, (c) steps required for them to become eligible.	7-1-71	4. Identify ineligible personnel through accreditation records. a. Correspond and talk with affected individuals.	6-31-72	4. Ineligible personnel notified.	20	1,500

STAFF: E. Obenauer
L. N. Pier

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Education Standards Page 1 Of 2
Unit: Accreditation

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Make on-site visitations to the following categories of schools to assess their programs and to assist in upgrading their programs: -14 schools that have superintendents new to a South Dakota school. -10 schools whose accreditation are in jeopardy. - 2 schools that have exemplary innovative experimental educational programs. - 6 schools contemplating internal reorganization or a building program.	9/71	Schedule, contact, visit, provide assistance. (Also to encourage these schools to develop innovative and experimental programs.)	5/72	Records of visitations	48	$4100
2.	Evaluate all school accreditation reports and assign levels of accreditation.	12/71	1. Review accreditation reports. 2. Prepare and send out preliminary lists of deficiencies. 3. Assign accreditation levels. 4. Send out certificates	6/72	An accreditation level has been assigned and an accreditation certificate sent to all schools.	568	$16,500

STAFF: E. Obenauer
L. N. Pier

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Education Standards Page 2 Of 2

Unit: Accreditation

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3.	Review and re-evaluate standards for accreditation. Explore possibility of accrediting schools through a contract which calls for schools to assess their needs, conduct a self evaluation, establish goals and objectives, and implement plans to meet the goals and objectives.	4/72	1. Reactivate accreditation 2. Committee. Call meetings. 3. Revise accreditation standards if appropriate. 4. Present revised standards to State Superintendent and to the State Board.	6/72	Revised standards submitted to the State Superintendent and to the State Board. If accreditation through contract appears feasible, the accomplishment measure will be the first draft of a developmental plan.	38	$1800
4.	Determine whether or not the Speach and Hearing Program at South Dakota State University can be recommended to the State Board as an approved program.	1/72	1. Organize a review team 2. Evaluate program. 3. Report to the State Superintendent and the State Board.	3/72	Report presented to and accepted by the State Board.	4	$200
5.	Edit and publish and distribute the annual Educational Director.	9/71	Compile information from the accreditation reports.	12/71	Educational Directory distributed.	89	$1800

STAFF: E. Schmidt
J. Schooler

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 1 Of 1

Unit: Public School Administration

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1	Update, revise, and distribute the Administrative Manual for South Dakota Schools.	11/71	1. Determine Update needs. 2. Collect information. 3. Edit information. 4. Print and distribute to school administrators.	6/72	Chapters completed and distributed.	33	$1,400
2	Create a new chapter in the Administrative Manual relating to insurance for school district officials.	1/72	1. Establish advisory committee. 2. Obtain assistance from: a. State Insurance Agency b. Fire Underwriter's Agency c. School Administrators 3. Select a consultant. 4. Prepare and distribute the chapter. (Accomplishment of this objective is subject to availability of funds.)	6/72	1. Advisory Committee appointed. 2. Chapter written and distributed.	15	$1,900
3	Provide consultative services to administrators, school boards, legislators and other agencies upon request.	7/71	Respond to requests by letter, telephone, bulletins, pamphlets and visits.	6/72	Record of requests serviced.	73	$3,300

STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 1 Of 3

Unit: Transportation

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1	Develop a comprehensive state plan on Pupil Transportation Safety in conjunction with the Highway Safety Division	7/71	a. Develop and implement a clear concise policy for pupil transportation. b. Provide leadership in the development of a comprehensive school transportation safety program for application state-wide. c. Develop and implement educational programs and materials for school vehicle drivers, mechanics, supervisors and administrators, and pupil passengers. d. Develop and implement a system for collecting and reporting program information relating to pupil transportation safety. e. Provide leadership in the development of a school vehicle maintenance program and coordinate the inspection of all school vehicles used to transport children. f. Develop and operate a cost accounting system for all expenditures in the area of pupil transportation. g. Study and make recommendations regarding liability and insurance, legislation	6/72	Completed program presented to State Superintendent	96	$4500

STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 2 Of 3

Unit: Transportation

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
			and appropriate research in the field of pupil transportation. h. Develop and implement an evaluation program for the State pupil transportation safety effort.				
2.	Conduct on-site surveys of transportation needs and capabilities as requested	7/71	1. Schedule surveys 2. Conduct surveys 3. Prepare reports for local use.	6/72	Count of surveys completed	20	$700.
3.	By December 31, 1971, distribute a memorandum to local school districts containing instructions and information on licensing school vehicles.	11/71	1. Prepare memorandum in conjunction with the Department of Motor Vehicles, the Highway Patrol, and the Department of Health. 2. Distribute memorandum.	12/71	Memorandum distributed to school superintendents, county auditors, and private contractors.	6	$200
4.	Develop School Bus Driver Training Manual	7/71	1. Utilize resources of the Pupil Transportation Advisory Committee, Safety Division of the Highway Patrol, the Motor Vehicle Department and the Department of Health. 2. Acquire resource materials and training manuals developed by other states.	6/72	Manual completed and ready for printer.	65	$2700

STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 3 Of 3

Unit: Transportation

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5.	Distribute a memorandum to school officials, county auditors and private contractors on licensing school bus drivers.	5/72	Prepare memorandum in conjunction with the Highway Patrol and the Department of Motor Vehicles.	6/72	Memorandum completed and mailed.	8	$300

STAFF: J. Schooler

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 1 Of 1

Unit: School Buildings

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Approve plans and specifications for at least 36 school building projects.	7/71	a. Receive preliminary plans. b. Review preliminary plans with school district officials and architect. c. Receive and process final plans d. Write and mail formal approval e. Summarize projects approved in Annual Report.	6/72	Number of projects approved	27	$1500
2.	Conduct state-wide survey of available information on school plants.	10/71	a. Compile building data for each school district from 1970-71 accreditation report. b. Supplement (a) with data from 1971-72 c. Identify districts with serious deficiencies.	12/71	Survey completed	28	$1400
3.	Provide on-site consultative or supervisory visitations to 20 school plants to assist with corrective measures.	10/71	Follow up on-site visitation with assistance.	6/72	Count visitations.	25	$1700
4.	Conduct four school facility surveys.	7/71	On-site visitation and prepare a written report.	6/72	Number of surveys completed	37	$1900

STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 1 Of 1

Unit: School District Reorganization

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Update maps according to changes in school district boundaries.	7/71	1. Receive information from county boards of education. 2. Maintain official records.	6/72	Procedure is continuous (maps should be completed in accordance with boundaries established for the next succeeding fiscal year).	52	$2000
2.	Provide consultative services on reorganization to local school districts, State Superintendent, State Board of Education and Legislators as requested.	7/71	1. Conduct school district surveys. 2. Memorandums to county officials and county boards of education. 3. Office consultations 4. Answer correspondence	6/72	Complete Spencer survey by 12/15/71 Records of other survey completions.	20	$ 800

STAFF: G. Schlueter
A. Bies
D. Scott

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

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Unit: Statistical Services *

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1	Process and distribute state aid allocations for each local education agency.	7/71	a. Receive, audit and keypunch annual reports from local districts. b. Provide state aid estimates to local district to help them budget. c. Process assessed valuation for each local district. d. Edit computer runs. e. Process and distribute payments.	3/72	First payment sent to district by 11/16/71 Final payment on schedule (cost includes computer costs)	384	$18,300
2	Prepare data for the Digest of Educational Statistics.	7/71	a. Receive information from computer file on annual report and state aid application. b. Tabulate fall accreditation reports. c. Assemble information and process. d. Type information for printing.		Information given to Computer Services Section for printing. (cost includes computer and printing costs.)		

*The Statistical Services Unit's functions are being redefined and refined. Statistical services which support research and planning functions and which do not involve repetitive processing are included in the Planning, Research and Information Systems Division. Repetititive statistical processing operations are included in the Management Services Division. In other words, "Planning Statistics" develops new statistical activities. When new activities have been developed and are determined to be of continual value, they are processed by Management Statistics.

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 2 Of 3

Unit: Statistical Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3	Process all school lunch claims accurately within 5 days of their receipt.	10th of each month	Edit, keypunch, submit data to computer services, edit the computer run results.	15th of each month.	Claims processed accurately and on schedule. (cost includes computer costs)	60	$4,900
4	Revise the Instruction Bulletin for the Annual Report and State Aid Application. Discuss the changes in person with 50% of the local districts.	3/72	a. Review, revise and print revised bulletin. b. Plan and conduct 20 area workshop meetings which involve 120 local districts.	7/72	Meetings conducted with desired attendance.	71	$2,800
5	Process teacher certificates.	Weekly	Keypunch and edit data.		Certificates processed by each Thursday.	100	$2,000
6	Revise the following to meet changing conditions and new legislation: Annual Report Form State Aid Application Form Uniform Financial Accounting manual Accounting forms for local education agencies School census form Statistical Data Systems	7/71	Review and revise as required by legislation of changing needs. Notify those affected by changes.	7/72	Each manual, document, form and system review and revised (if required.) (cost includes computer costs)	68	$5,000

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

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Unit: Statistical Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
7	Conduct regional meetings and otherwise communicate with local districts to increase understanding of the state's Foundation Program.	12/71	Analyze legislation changes, schedule and conduct workshops, answer requests.	7/72	Meetings conducted.	25	$1,400
8	Help County Auditors in a least 6 counties to develop more reliable financial category breakdowns of all financial resources from county and state cources to be transferred to local school districts.	10/71	Meet with county auditors. Review forms used to transfer funds to local education agencies.	7/72	Six County Auditors worked with and forms reviewed.	15	$800

STAFF: M. Sorenson, A. Karpinske, E. Boxa, A. Little, M. Faragher, M. Wall, H. Gray

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: Educational Food Servic

Unit: Food Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	To continue Expansion of the National School Lunch Program into all of the schools of the State.	7/71	1. Determine attendance centers which do not have a National School Lunch Program. 2. Contact Administrators or governing boards of such schools to encourage participation. 3. Provide information and guidelines on programming. 4. Provide consultant services to No-Program Schools. 5. Provide financial assistance for equipment for such schools insofar as funds are available. 6. Constantly review progress being made.	5/72	Number of Attendance Centers which institute programs or close and attach to Centers with programs. October of 1970 statistics indicated 591 attendance centers had No Program schools in South Dakota.	35	$1500
2.	To increase participation in the National School Lunch Program by 4 million lunches over 1970-71.	7/71	1. Encourage administrators and school lunch personnel to serve meals conducive to increased participation in each school. 2. Streas increased participation by children from low income families who may qualify for free or reduced price lunches and are not now eating.Type A lunches.	5/72	By count.	35	$1500

STAFF: M. Sorenson, A. Karpinske, E. Boxa, A. Little, M. Faragher, M. Wall, H. Gray

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: Educational Food Services

Unit: Food Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3.	To establish standards for school lunch personnel training which will lead to all schools having four year certificated managers or supervisors.	7/71	1. Cooperative agreements will be reached with South Dakota State University and the Division of Vocational Education. 2. Content of courses will be reviewed, analyzed and revised by March 1. 3. All schools in National School Lunch Program will be contacted in January, 1972, to encourage enrollment of staff members.	6/72	1. Agreements reached on November 5, 1971. 2. Dean of College of Home Economics has requested course outlines by February 1. 3. Dean of College of Home Economics and staff of School Food Services will reach an agreement on a director for the two-week summer seminar. 4. Evaluations of students and teachers will be executed. Evaluative instruments will be developed by Educational Food Services staff. Evaluations will be filed in State Office.	35	$2100
4.	To hold six regional workshops during the week of August 13, 1972 for all school lunch personnel throughout the state which will seek to improve the total child nutrition programs.	9/71	1. A review will be made of 1971 workshops to determine what changes should occur. 2. Sites will be selected which will attract the greatest number of participants. 3. Guidelines will be established for program formats. 4. Plans will be made to have at least 1000 participants.	8/72	1. All aspects of the short courses will be evaluated by participants. 2. Decisions on guidelines will be made early in 1972. 3. Participants will be counted and names and schools represented will be recorded.	45	$2600

STAFF: M. Sorenson, E. Boxa, M. Faragher, H. Gray, A. Karpinske, A. Little, M. Wall

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: Educational Food Services

Unit: Food Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5.	The Educational Food Services staff and the South Dakota School Food Service Association will jointly sponsor a Convention for school lunch personnel, school administrators, and others to enhance interest in improved child nutrition programs.	9/71	1. A two day convention will be conducted on April 14 and 15 at Huron 2. Experts in the field of Nutrition will headline programming. 3. A total of 40 exhibitors will be present.	4/72	1. Convention is held	30	$1700
6.	To properly administer National School Lunch Program through follow ups on field staff reviews, relaying all regulations and guidelines information to schools, complying with all requests from USDA Regional office., working with reviewers and auditors from federal offices and state officers and coordinating activities of the entire staff.	7/71	1. Write follow-ups on a minimum of 200 administration reviews. 2. Get clarification of all regulations and guidelines from USDA officials through conferences, visitations, and correspondence and relay to NSLP schools. 3. Supply information and allow federal reviewers, auditors, and analysts access to all records of state agency. 4. Write follow-ups on all sanitary engineering reports to insure that schools are meeting the necessary sanitation requirements. 5. Weekly conferences will be held with all professional staff members either on an individual or group basis to determine if individual objectives are being accomplished and, if not, to take the necessary corrective steps or revise objectives.	6/71	1. Duplicate copies of follow up letters will be filed in state office along with reviews. 2. All correspondence relating to regulations and guidelines will be on file. 3. Audits, reviews and administration analysis will be on file. 4. Follow-up letters on Sanitary Engineering reports will be on file along with letters from schools indicating compliances or reason for not complying.	550	$20,000

STAFF: M. Sorenson, A. Karpinske, E. Boxa, A. Little, M. Faragher, M. Wall, H. Gray

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: Educational Food Service

Unit: Food Services

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
7.	To revise the State Plan of Child Nutrition and structure it to elicit tangible, measurable data.	12/71	Staff meetings of all personnel will be held for the purpose of coordinating activities and assignments. Use format sent from Regional Office on Nov. 29 and follow guidelines as per request.	12/71	All reports surveys, records, bookkeeping and related work kept current on a month to month basis. Document completed, signed and returned to regional office.	35	$2300
8.	To develop a plan for Nutrition Education introduction into K-12		Work with nutritionists and interested school food service personnel to develop formats. Two field staff members attended seminars at the University of Wisconsin in July of 1971. This seminar will lead to projects which can be expanded.	6/72	Plan submitted to State Superintendent.	60	$3700
9.	To work with Commodity Section to coordinate Activities of personnel.		Confer with commodity supervisor, Assistant Director, and Field Supervisor and offer such assistance as is necessary.	6/72	Uniform distribution of all commodities and improvements in warehousing methods. All federal regulations complied with.	30	$1900

STAFF: L. Powell

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: ~~Management Services~~

Section: _____ Page 1 Of 2

Unit: Civil Defense Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Conduct (5) workshops and training sessions of 3 hours each for school administrators, school officials, and teachers which explain the logic behind civil defense and invite attention to those areas in which school officials have civil defense responsibilities.	11/71	Detailed pre-planning to promote, arrange, schedule and conduct the workshops.	2/72	Completion of workshops on schedule and the number of participants.	12	$1200
2.	Assist at least two but not more than four school districts to develop fallout shelters.	10/71	CDE shall act as a referral service to assist local school districts in planning fallout shelter spaces in new and remodeled school buildings in coordination with the State Civil Defense Office and with the SDSU Engineering Division.	9/72	Buildings completed with dual purpose fallout shelter incorporation.	10	$1000
3.	Provide advice and guidance to develop and/or update civil defense plans for fifteen schools in ten districts.	10/71	The CDE Director shall assist local school officials in developing school civil defense plans in consonance with the local civil defense emergency plan. Specific assistance is provided through: a. Personal contacts b. Workshops c. Printed guides & materials.	9/72	The actual number of plans written and officially adopted by individual school district boards.	60	$5900

STAFF: L. Powell

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Management Services

Section: _____ Page 2 Of 2

Unit: Civil Defense Education

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
4.	CDE division shall conduct the following courses: 3 PFS-Personal and Family Survival courses for teachers. 30 PFS-Personal and Family Survival courses for students. 4 PFS-Personal and Family Survival courses for adults.	10/71	a. The CDE division shall conduct the prescribed PFS courses for all interested school teachers and shall encourage school administrators to enroll their entire teaching staff. If teachers complete the PFS course they are eligible for instructors certificate from CDE-DPI and can teache the PFS course to their students. b. The CDE Program shall conduct the PFS course for adults (other than teachers) at the specific request of local civil defense officials with priority determined by State CD.	9/72	The number of schools offering the course each year. The comments of students, adults, and teachers supporting the value of the pre-planning and training. The number of students who go on to further Civil Defense Courses after taking the PFS course. Special projects, activities, and responsibilities taken on by people after having completed the training.	106	$10,400

1. GOAL:
To successfully rehabilitate as many eligible clients as possible with the resources available.

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Vocational Rehabilitation

Unit: DIVISION

Individual: _____ Page 1 Of 6

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost (1,000s)
	The division will make 810 rehabilitations during this fiscal year in South Dakota.	7-1-71	Rehabilitation process: Evaluation Restoration Training Other goods and services Placement Follow-up Efforts will be made to obtain legislative appropriations that will allow maximum Federal participation.	6-30-72	Actual count of rehabilitations made and reported.	25,776*	2,230
2.	GOAL: To remove increased numbers of eligible clients from welfare through rehabilitation.						
	Thirty-four persons will be totally removed from public assistance roles and fifteen will be made partially self-supporting through rehabilitation this fiscal year in South Dakota.	7-1-71	The division will screen increased numbers of new welfare recipients to determine which people may profit from rehabilitation services. Rehabilitation personnel at both State and local levels will meet with welfare personnel to solicit their cooperation in making referrals	6-30-72	Actual count of the number of public assistance recipients rehabilitated.	1,440	123

*Includes all budgeted staff

3.	GOAL: To provide rehabilitation services to increased numbers of eligible members of minority groups.		DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: Vocational Rehabilitation Unit: DIVISION Individual:	Page 2 Of 6	
	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Cost (1,000s)
	Thirty-five members of minority groups will be rehabilitated in South Dakota during this fiscal year.	7-1-71	Recruit and train indigenous aides to work with members of minority groups. (Requires increase in staff)	6-30-72	District offices will report the number of people from minority groups who are rehabilitated.	1,015	87
4.	GOAL: To improve cooperation with other agencies.						
	The number of referrals made by other agencies for cases closed will increase from 725 in 1970-71 to 780 in 1971-72.	7-1-71	Procedures will be established for reciporcal referral services. Reports of service will be exchanged. Joint service programs will be established. Continuous liaison will be maintained. Written agreements will be made when appropriate.	6-30-72	The number of referrals made by other agencies will be compared.		

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Vocational Rehabilitation

Unit: DIVISION

Individual: _____ Page 3 Of 6

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost (1,000s)
5.	GOAL: To make rehabilitation services available to increased numbers of public offenders.						
	Twenty-five parolees of the State Training School at Plankinton will be rehabilitated by June, 1972.	7-1-71	Follow-up procedures with district vocational rehabilitation counselors for parolees will be established and maintained. Students at the Training School will be given intensive counseling. Procedures will be established to make all parolees at both institutions aware of the rehabilitation services that are available.	6-30-72	Case reports will separate public offender clients for the purpose of determining the number rehabilitated.	710	63
6.	GOAL: To assist physically and mentally handicapped secondary students in achieving occupational goals.						
	To expand the services provided secondary school students by expanding from three to five the Vocational Adjustment Counselor projects.	7-1-71	Recruit and train two vocational adjustment counselors.	6-30-72	The number of student clients and the extent of services provided will be recorded and compared.	1,200	72

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Vocational Rehabilitation

Unit: DIVISION

Individual: _____ Page 4 Of 6

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost (1,000s)
7.	GOAL: To provide all necessary assistance to private non-profit rehabilitation facilities in the state to improve the quality of service to handicapped citizens.						
	The division will provide for development and improvement of workshop or rehabilitation facilities at five locations.	7-1-71	Assist in the development of and in processing establishment grant.	6-30-72	Measurement will be made by determining new training facilities made available or by determining that facilities have been expanded or improved this fiscal year.	120	190
8.	GOAL: To make the public aware of the services and facilities available to the disabled.						
	Increase the number of applicants for service from 2153 the previous year to 2350 this year, at least partially, as the result of the public information program.	7-1-71	Establish a formal on-going program of public information. Provide information to: Disabled Professionals in related fields Medical profession School personnel General public	6-30-72	Total number of applicants will be compared to the number of applicants of the previous year.	205	10

9.	GOAL: To assist in the placement of disabled persons in employment which is compatible with the persons abilities.	DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: Vocational Rehabilitation Unit: DIVISION Individual: _____ Page 5 Of 6		
	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost (1,000s)
	Through cooperative efforts with Employment Security the Division will develop plans to make better use of available job opportunities for the handicapped.	7-1-71	Efforts to train handicapped individuals in fields having employee shortages. Work with civic groups in an attempt to find job vacancies for handicapped people. Interviews with prospective employers of the handicapped.	6-30-72	The existance of a plan for cooperative effort with Employment Security to provide more effective placement service for handicapped persons. A review of the success of the Aberdeen District Office of Vocational Rehabilitation in a pilot effort of counselor visitation with prospective employers of handicapped persons.		
10.	GOAL: To discharge the State's responsibility to the Social Security Disability Program.						
	The Disability Determination Unit of Sioux Falls will process 3100 disability claims during the fiscal year.	7-1-71	Adjudication of applications of persons who claim disability under Social Security.	6-30-72	Number of claims processed.	960	152

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Vocational Rehabilitation

Unit: DIVISION

Individual: Page 6 Of 6

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost (1,000s)
11.	GOAL: To provide rehabilitation services to a greater number of drug addicts.						
	Procedures will be established to insure automatic referral of all known drug addicts. (This objective was included to provide emphasis in this area, however, the Division has not had sufficient experience to estimate the number of persons who may require services or who may be rehabilitated.	7-1-71	Training of counselors in the problems of rehabilitation of drug addicts. Procedures will be established for close coordination with Community Drug Education Committee now established in Sioux Falls and with other drug action or drug education groups as they are formed.	6-30-72	A count of drug addicts rehabilitated or in the process of rehabilitation will be made.		
12.	GOAL: To provide professional development for the staff through in-service training.						
	To provide inservice training which fits the needs of the professional staff of the Division.	7-1-71	The director of the Division and his staff will attempt to ascertain the in-service training needs of the staff through consultation with staff members and through examination of program needs.	6-30-72	An evaluation procedure will be designed for each training session.	450	27.5

STAFF: N. Paulson

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Planning, Research & Information Systems

Section: _____ Page 1 Of 3

Unit: Federal Programs Coordination

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1	To serve as a liaison between the Department of Public Instruction and other local, State, and Federal Agencies in the matter of Federal Programs.		Receive information on all Federal Programs and work with staff in related areas to develop proposals.		Submission of State Plans and project proposals reflecting coordinated planning and involvement of both program and administrative staff..		
			Become knowledgeable of any programs which may present opportunities for new programs and funding which might become available to South Dakota, both for the Department of Public Instruction and for the schools of the state, and provide information to Department of Public Instruction Staff for the development of proposals.		Implementation of new programs.		
			Become knowledgeable of all Federal programs available through the Department of Public Instruction in order to be in a position to provide general information on all programs to the members of the staff and to the general public		Availability of Federal program information from a central location.		
					More knowledge of all Federal programs by all professional staff, not just administration s staff.		
			Release information to Department personnel in Departmental or Division staff meetings and to LEA's through Update or other publications.		Meets have been held and publications issued.		

STAFF: N. Paulson

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Planning,Research & Information Syste

Section: _____ Page 2 Of 3

Unit: Federal Programs Coordination

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
2	To coordinate the administration of Federal programs to assure maximum utilization of funds available.	7/1	Serve as a liaison between Federal Program Administrative Staff and Division Heads to plan program emphasis and to implement programs. Assist in the development of Department goals and coordinate efforts of all Federal programs to assist in the attainment of the goals. Assist in the development of all State Plans for Federal elementary and secondary education programs. Have knowledge of Federal regulations and guidelines for those responsible for fiscal accountability. Administer the following Federal Programs in accordance with Federal regulations and statistics: NDEA Title III, ESEA Titles II and V, NDEA-5% Loan Rebate, Public Law 874, EPDA Part B-2, and the Career Opportunities Program.	6/30	Development of working relationships across program and Division lines. Review of program projects to determine if goals are being met. Submission of State Plans and Project Applications to the U. S. Office of Education. Assurances of clearance with all State Agencies prior to submission. Expenditures made within both Federal and State legal limitations. Meetings with Division Heads and Program Staff. Development of programs which reflect combined and coordinated planning between Divisions.	65	$800

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Planning, Research & Information Systems

Section: _____ Page 3 Of 3

Unit: Federal Programs Coordination

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3	To assist in the development and expansion of services to the schools of the State.		Work with the Assistant Superintendent, Human Resources, to explore possibilities of providing field service staff for Federal Programs.		Improved services.		

STAFF: Wanek
Kosters
Clayton
Paulson
Scott
Schlueter
Open Position

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Planning, Research, and Information Services

Section: _____ Page 1 Of 2

Unit: All

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	To develop philosophies, goals, and objectives for Education in South Dakota. (Educational Renewal Program)	11-72	Develop plans, conduct workshops, develop with LEA's.	7-72	Approval of site impelmentation of Educational Renewal.	339	21,885.4
2.	To conduct a statewide, comprehensive, educational needs assessment.	9-71	Develop plans, develop instrumentation, accomplish survey, analyze data, develop programming based on survey.	4-72	Instrumentation needs assessment write up.	348	22,525.4
3.	To coordinate the DPI's annual operational plan for 1971-72, this plan shall be defined as a total program which includes scheduling and budgets.	as soon as hired	Planning meeting, division development and review department review, dissemination.	7-72	Formal review meeting, written plan.	232	15,000.0
4.	To develop the Planning Division Operational Plan: the plan will include operating mode, organizational relationships, task assignments, time allocations, and budgets.	9-72	Planning meeting, develop plan, review monthly.	7-72	Meeting with Don Barnhart and other division heads, written plan.	77	5,000.0
5.	To develop and implement an Educational Information System.	9-72	Review of existing systems, accomplishment of present reports, redesign of system to make it more responsive to unit needs.	7-72	State Plan, Department Plan	656	42,400.0

STAFF: Wanek, Kosters, Clayton, Paulson, Scott, Schlueter, Open Position

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Planning, Research and Information Services

Section: _____ Page 2 Of 2

Unit: All

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
6.	To assess educational information system needs. Assessment to include: a. Inventory of existing information including uses and potential uses. b. Definition of information needed but not collected.	12-71	Review existing information, review information needs of DPI units.	7-72	Develop DPI information needs, will feed into objective #5.	116	7,500.00
7	To assist in the evaluation of two federal programs at the LEA level.	11-72	Coordination meeting, develop and review all bills.	7-72	Some success on our legislation.	124	8,000.00
8.	Develop better Federal/State/Local planning and programming.	9-71	Membership in CEDS Membership in Joint Federal/State Task Force. Joint planning and programming.	7-72	New programs.	155	10,000.00
9.	To assist in the evaluation of two federal programs at the LEA level.	12-71	Review previous Title III evaluation activities, develop process review.	7-72	Implement process.	144	9,294.50
10.	To increase the Department's selected LEA's formal planning capability by documenting a planning process and operationalizing the process.	12-71	Draft revisions, prepare SEA workshops.	7-72	Print manual, two SEA workshops.	344	22,228.00
11.	To provide technical assistance in planning and/or evaluation to at least two LEA's.	12-71	Organize Lemmon Task Force, design evaluation strategy, evaluate the evaluation.	7-72	Improve program.	119	7,661.40

STAFF: G. Schlueter

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Planning, Research & Information Systems

Section: _____ Page 1 Of 1

Unit: Statistical Services*

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1	Assess educational information needs Assessment to include inventory of existing information and definition information needs for program management.	1/71 3/72	1. Inventory and "package" existing information.	3/72	Assembled package.	20	$1,000
			2. Task force to "sell" use of existing information and to define need gaps.	5/72		20	$1,000

*The Statistical Services Unit's functions are being redefined and refined. Statistical services which support research and planning functions and which do not involve repetitive processing are included in the Planning, Research and Information Systems Division. Repetitive statistical processing operations are included in the Management Services Division. In other words, "Planning Statistics" develops new statistical activities. When new activities have been developed and are determined to be of continual value, they are processed by "Management Statistics."

STAFF: Norris Paulson
Grace Ashmore

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Comptroller
Section: _____ Page 1 Of 4
Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Prepare the legislative budget request which reflects planning for individual programs with the involvement of all personnel within the Department.	7/1	Involve department Staff in giving input into budget development to reflect program plans.	7/31/71	Submission of budget requests which reflect the needs of the Divisions and the Department of Public Instruction.	35	$ 2,600
		8/1	Submit all budget requests to State Superintendent for review.	8/31			
		9/1	After decision has been made by the State Superintendent as to items to be included, prepare Budget Request based on the translation of activities being planned into dollar amounts.	10/1	Budget Request prepared and submitted to the Office of the Budget.		
2.	Prepare the operating budget for the year and monitor during the year to serve the changing needs of the Department of Public Instruction.	3/5	Involve Department staff in giving input into operating budget development within the funds appropriated by the Legislature and anticipated revenue from Federal and other sources.	4/10	Individual and staff meetings for operating budget planning.	50	$ 3,800
		4/10	Submit all operating budget proposals to State Superintendent for review.	4/20	Receipt of operating budget proposals by State Superintendent.		
		4/20	Prepare an operating budget within the limit of funds available and in conformity with the plans approved by the State Superintendent.	5/10	Submission of the Operating Budget to the Office of the Budget.		

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Comptroller

Section:

Unit:

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3.	Perform the continuing operating tasks of (a) accounting; (b) purchasing; (c) payroll; (d) space allocation; (e) contracts; (f) inventory; (g) cash flow management; (h) financial information reporting; (i) fiscal rules and regulation interpretation; (j) federal grant control (accounting, reporting, etc.)	7/1	Supervise the accounting and record keeping functions of the Department of Public Instruction. Coordinate the fiscal accounting for all programs.	6/30	Accounting system provides the necessary information and records.	252	$19,000
		7/1	Process all payrolls, and keep necessary payroll accounts and personnel records pertaining to payrolls.	6/30	Everybody gets a pay check in the correct amount. Payroll information immediately available to State Superintendent.		
		7/1	Conduct physical inventory of all equipment, machines, and other items on inventory listing.	6/30	Inventory report made to the Division of Administration.		
		7/1	Order funds under the Letter of Credit for all Federal programs as needed.	6/30	Funds are available when State warrants are written.		
		7/1	Provide fiscal information for all Federal Reports.	11/30	Fiscal reports are filed with the U. S. Office of Education.		
		7/1	Audit vouchers for payment to determine that they are legal expenditures of State and Federal Funds.	6/30	Expenditures made for which there are no audit exceptions from either State or Federal auditors.		
		7/1	Work with Budgetary Accounting and Central Data Procesisng to supply accurate expenditure reports and the type of information which is required for the various programs.	6/30	Expenditure reports from Central Data Processing which are accurate and dependable and which meet program requirements.		

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Comptroller

Section: _____ Page 3 Of 4

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
		7/1	Prepare monthly "status of budget" reports to each Section, indicating amount budgeted for each Section, amount expended, and balances.	6/30	If the information which program staff receive provides them with the information which they need for sound program management.		
		7/1	Attend Federal program meetings where fiscal regulations and controls are discussed in order to be familiar with Federal program reporting requirements and fiscal rules and regulations for Federal grant control, and to be able to interpret these in relation to State regulations and requirements.	6/30	Ability to furnish State Superintendent and program administrators with information as to fiscal requirements and ability to prepare reports which are accurate and which meet Federal grant requirements.		
4.	To survey the Department's accounting system to determine if present accounting activities provide needed information by the staff.	2/15	Meet with Division and Section staff to determine fiscal information needs.	3/15	Meetings with Staff held.	15	$1,100
		2/15	Through such meetings determine if information now being provided meets the needs, and what, if any, additional information should be provided.	3/15	Determination of need for revised accounting procedures, or determination that present procedures meet the requirements.		
5.	Implement accounting system changes which are determined to be necessary and feasible in (4) above.	3/15	Review coding system to assure record keeping which meets above determined needs.	4/15	Workable revised coding system which meets accounting needs.	30	$2,300
		4/15	Make any necessary changes in coding prior to submission of operating budget.	5/10			

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Comptroller

Section: _____ Page 4 Of 4

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
		5/10	Make up dummy vouchers using adjusted coding and have sample computer runs to determine problem areas.	7/1			
6.	To explore the feasibility of developing a system of obligation accounting.	3/1	Meet with staff in Office of the Budget and Budgetary Accounting.	6/30	Determination as to whether or not obligation accounting if feasible and practical.	5	$400
7.	To develop in Department staff an awareness of budget relationships and required activities.	1/1	Meet with staff personnel on an individual or group basis to show interrelationship of budgets between programs.	6/30	Requests for budget changes come only from State Superintendents or Assistant Superintendents.	5	$400

STAFF: L. Tennyson

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: _____

Section: Communication Serv. Page 1 Of 3

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1	To interpret Department programming in understandable terms when communicating with laymen.	7/71	Avoid use of educationese whenever possible.	7/72	Submission of randomly selected products to panels of ninth-grade students to check clarity.	8	$200
2	To communicate with every major target strata of the population.	7/71	Select and use communication channels known to reach the target groups.	7/72	Polling of randomized population strata.	3	$100
3	To increase "What's New Daily Radio" coverage from 22 to 25 stations of the 32 in the state.	9/71	Build listenership by including one program per week of "garden club" format and by keeping topics of general interest.	7/72	Number of stations carrying "What's New!"	250	$13,500
4	To launch "What's New Daily Radio" as a regular feature on at least two cable television weather-scan channels.	11/71	Prepare simple tape to prepare for meeting with cable TV decision-makers.	7/72	Number of cable TV's carrying " "What's New."	19	$2,700
5	To feature at least 20 Department staffers in television news releases.	7/71	Assemble file of 35 mm. visuals in advance of news releases. Mail releases directly to statiens.	7/72	Check of television newscasts.	13	$400
6	To arrange for at least 10 personal appearances of Department personnel on television "talkies."	9/71	Contact all talk shows in the state, describe current topics of interest and persons qualified to discuss them, and ask for committment.	7/72	Number of dates agreed upon.	13	$400
7	To maintain our present share of time on television news.	7/71	Encourage enterprise pieces by newsmen. Furnish black-and-white footage to western stations. Write an average of one release per day.	7/72	Viewer check of newscasts. Release count.	25	$800

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: _____

Section: Communication Serv. Page 2 Of 3

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
8	To launch at least 20 identified components in "Update."	9/71	Offer and schedule pages earmarked for use by individuals with specialty areas.	7/72	Content analysis.	212	$13,70
9	To meet reader needs of non-educators.	1/72	Establish Update II -- a four-page news capsule featuring items of general interest.	7/72	Reader poll and readership survey.	120	$6,000
10	To cut "Update" costs by at least 20 per cent to pay for Update II.	11/71	Edit news into terse copy. Print via electronic-stencil mimeo method whenever legibility will not suffer.	6/72	Cost analysis.	15	$500
11	To establish a column to be carried by at least 50 weekly newspapers.	9/71	Write or solicit guest columns on various topics within the Department.	7/72	Tear sheets.	41	$1,300
12	Disseminate at least 80 column-inches of news each month to daily newspapers.	7/71	Average one release per day.	7/72	Column-inch count from daily newsclips.	80	$2,600
13	To achieve at least 60 per cent daily readership.	7/71	Strengthen legibility, visibility, and readability, and to featurize two news items per day.	7/72	Critiques by other professional journalists. Readership survey.	20	$800
14	Be the first to accurately report at least two important news items per week.	7/71		7/72	Content analysis.	20	$800
15	Report at least two items per day which will help the reader in his work.	7/71		7/72	Reader polls.	10	$700
16	Keep interested persons informed of state educational news by continuing daily newspaper clip ser-	7/71		7/72	Spot check of newspapers and reader polls.	39	$2,300

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: _____

Section: Communication Serv. Page 3 Of 3

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
	vice for division heads and other persons requesting that service.						
17	Establish a priority schedule for public information about each division.	7/71	Cooperatively survey needs and develop a plan of action. Revise plan through year.	7/72	Plan developed which is a usable set of priorities. Plan changed to meet changed needs.	33	$1,200
18	Schedule and budget Communications Services' staff and resources to avoid delays with a least 75% of the section's products.	7/71	Schedule, plan and budget resources to needs.	7/72	Observation and county of delays.	20	$700
19	Increase the Department's use of printing, duplicating services by 15%.	10/71	Issue pamphlet of facilities and sample uses. Demonstrate in person, to at least 12 persons (on a one-to-one basis) cost saving techniques.	7/72	Brochure distributed and meetings held.	10	$600

STAFF: Gordon O. Hayes

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: _____

Section: Legal Services Page 1 Of 1

Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1.	Reduce the average time to produce rough drafts of legal opinions on school issues to five days or less.	12/71	More concentrated research	6/72	Date of receipt of request and date of rough draft. (*Cost and time include time spent preparing drafts of formal opinions)	30*	$3000*
2.	Participate at least once each semester in the presentation of school laws courses offered at each state institution of higher education.	1/72	Contact instructors and offer services.	6/72	Actual participation	15	$1500
3.	Conduct at least one workshop per school year on school law for the Department staff.	1/72	Develop program	6/72	Date of workshop	10	$1000